

Familiarization Programme for Independent Directors

In terms of requirements of Schedule IV of the Companies Act, 2013 and the Regulation 25(7) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company takes following steps to familiarize the Independent Directors with the Company.

To give a overview to the Independent Directors about the Company on their joining in the Organisation, the Company will adopt a training & orientation programme. The Company normally updates the existing Independent Directors on a regular basis.

The Program will aim to provide insights into the Company to enable the Independent Directors understand their duties, roles, rights and responsibilities and to get updated on the Company' Philosophy, Business & Operations.

The programme proposes to include the followings:

1. Introduction about the Company, its subsidiaries and Associates, its Mission, Vision and providing Latest Annual Report, Memorandum & Articles of Association and other updates.
2. An Appointment Letter depicting the role, duties and responsibilities of the Independent Director is issued.
3. Providing a copy of Code of Internal Procedures and conduct for Regulating, Monitoring and Reporting of Trading by Insiders and Code of Conduct for Directors and Senior Management.
4. Time to time providing of corporate brochure, presentation etc.,
5. Providing an overview of Directors Responsibility Statement included in Directors' Report.
6. Board evaluation process and procedures.
7. Visits of Directors at Plants & Registered office at their convenience.
8. Need of separate meeting of Independent Directors.
9. A web link about the familiarisation programme shall also be given in the Annual Report of the Company.